SUPPLY AND PROPERTY MANAGEMENT OFFICE

Lakandula St., at the back of Albert Hall, U.P. Diliman, Quezon City
Tel. Nos. 981-8500 loc. 4576 to 77, 4580 to 4582, 4589

UPD SPMO CENTRAL STOREROOM
AVAILABLE STOCKS

As of May 7, 2020

ITEM/DESCRIPTION	UNIT	AVAILABLE BALANCE	UNIT COST
BARCODE STICKER, TAMPER PROOF	piece	10,120	2.80
BATTERY, DRY CELL, D	pack	40	96.20
CALCULATOR	piece	34	346.85
CARTOLINA	pack	35	83.72
CHALK, 78MM	box	16	29.64
CUTTER BLADE, 10 PCS./TUBE	tube	187	14.82
DATING AND STAMPING MACHINE HD	piece	13	453.96
ELECTRIC FAN, INDUSTRIAL	piece	8	1,109.68
ELECTRIC FAN, ORBIT	piece	10	1,369.68
ELECTRIC FAN, WALL	piece	2	674.96
ENVELOPE, DOCUMENTARY, A4	piece	5,692	1.35
ENVELOPE, DOCUMENTARY, LEGAL	piece	1,587	1.86
ENVELOPE, EXPANDING, KRAFT, LEGAL SIZE	piece	2,079	7.39
ENVELOPE, EXPANDING, PLASTIC, LEGAL SIZE	piece	164	30.49
ENVELOPE, MAILING WHITE, WITH WINDOW	box	5	433.68
ERASER, FELT, BLACKBOARD	piece	124	10.30
EXTERNAL HARD DRIVE, 1TB	piece	113	2,650.83
FASTENER, PAPER	box	152	83.41
FILE TAB DIVIDER, LEGAL SIZE	set	10	14.23
FOLDER, L-TYPE, PLASTIC, FOR A4	pack	11	171.43
FOLDER, L-TYPE, PLASTIC, FOR LEGAL SIZE	pack	20	243.24
FOLDER, PRESSBOARD, PLAIN, LEGAL SIZE	piece	2,620	9.53
FOLDER, WITH TAB, A4 SIZE	piece	1,680	2.79
FORM - CERTIFICATE OF SERVICE FORM	pad	91	28.57
FORM - DAILY TIME RECORD	pad	117	32.25
FORM - SUPPLIES LEDGER CARD	piece	3,380	3.15
FORM -REIMBURSEMENT EXPENSE RECEIPT	pad	351	29.72
MAGAZINE FILE BOX LARGE	piece	24	41.60
MARKER, MARKER ,WHITEBOARD-BLUE	piece	182	13.38
MARKER, MARKER ,WHITEBOARD-RED	piece	485	13.38
MARKER, FLOURESCENT, 3 PCS/SET	set	147	46.68
MARKER, PERMANENT MARKING-RED	piece	465	8.98
MOPHEAD	piece	17	123.76
MOUSE, OPTICAL, USB	unit	31	111.30
NOTE PAD, STICK-ON, 3 X 3	pad	297	47.73
NOTEBOOK, STENOGRAPHER, 40 LEAVES	piece	1,145	12.04
PAPER CLIP, PAPER, VINYL, 50MM (BIG)	box	217	17.14
PAPER CLIP, VINYL, 33MM (SMALL)	box	72	7.76
PAPER, COPY, 80 GSM, A4	ream	372	170.56
PAPER, MULTICOPY, LEGAL, 80 GSM	ream	595	181.42
PAPER, MULTI-PURPOSE, A4, 70GSM	ream	75	133.12
PAPER, RULED PAD	pad	79	29.12
PARCHMENT PAPER, 80GSM, 210 X 297MM	ream	61	98.05
PEN, MARKER ,WHITEBOARD-BLACK	piece	35	13.38
PENCIL SHARPNER	piece	6	202.80
RULER, PLASTIC 18"	piece	273	17.68
STAMP PAD FELT	pad	26	34.95
STAMP PAD INK	bottle	82	31.52
STAPLE WIRE, STANDARD	box	851	22.55
STAPLER, BINDER TYPE	piece	19	914.16
TAPE DISPENSER, TABLE TOP FOR 24MM	piece	137	64.20
TAPE, MASKING, 24MM	piece	170	54.60
TAPE, MASKING, 48MM	piece	14	106.60
TAPE, PACKAGING, 2"	piece	517	19.97
TAPE, TRANSPARENT, 48MM	pack	61	19.97
TONER CE411A	cart	3	6,011.20
TONER CE412A	cart	1	6,011.20
TONER CE413A	cart	1	6,011.20
TONER CF400A	cart	13	3,429.78
TONER CF401A	cart	11	4,043.83
TONER CF402A	cart	11	4,043.83
TONER CF403A	cart	10	4,043.83
TONER CF411A	cart	2	5,616.00
TONER CF412A	cart	2	5,616.00
TONER CF413A	cart	2	5,616.00
TONER Q2612A	cart	9	3900.00
WRAPPING PAPER, KRAFT, 65 GSM	pack	30	154.84

***This posting is valid on May 7, 2020 ONLY.**

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